

SPREADSHEETS CERTIFICATE OF COMPLETION

The Spreadsheets Certificate of Completion provides students the knowledge and skills to use spreadsheet applications as problem-solving tools. The program is appropriate for students seeking employment in a range of office settings and for community members and professionals looking to improve their use of a computer as a problem-solving tool.

Required Courses:		Hours
CSC 541	Spreadsheets I	8.5
CSC 542	Spreadsheets II	8.5
Total hours		17

Program Level Student Learning Outcomes:

1. Describe how spreadsheet applications may be used as problem-solving tools.
2. Apply knowledge of spreadsheet applications to create a variety of workbooks which include features formulas, financial functions, ClipArt, borders, shading, charts, headers/footers, and amortization tables.